

**FLOOR SUBSTITUTE**

**BOARD BILL NO. 15 SPONSORED BY: PRESIDENT JAMES SHREWSBURY, STEPHEN GREGALI**

An Ordinance to repeal Ordinance No. 64944, approved June 8, 2000 and Ordinance No. 65525 approved June 15, 2002 establishing the salaries of employees in the Sheriff's Office and enacting in lieu thereof a new Ordinance fixing the annual rate of compensation of command personnel and deputies appointed to assist in the performance of the duties of the Sheriff and containing an emergency clause.

**BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

**SECTION ONE.** Ordinance 64944 approved June 8, 2000 and Ordinance No. 65525 approved June 15, 2002 is hereby repealed and a new ordinance is hereby enacted, to read as follows:

**SECTION TWO.** The following command personnel and deputies in the Sheriff's Office as may be appointed under provisions of Section 57.530 Missouri revised Statutes, 1978 shall be compensated not in excess of compensation as established in accordance with Section Three and subsequent sections of this ordinance.

TITLE		GRADE
Chief Executive Deputy - Attorney		16G
Lieutenant Colonel - Administrative Aid Captains		18G
Majors		17G
Captains		16G
Lieutenants		14G
Sergeants		13G
Senior Deputies		12G
Deputy Sheriffs	Level 1	11G
Deputy Sheriff	Level 2	10G

**(1) (a) SECTION THREE. OFFICIAL PAY SCHEDULE OF GRADES.**

There is hereby adopted as the compensation schedule for all pay ranks established in Section Two beginning with the first bi-weekly pay period concurrently with or after the effective date of this

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ordinance which ever date is later.

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	619	928
6	674	1011
7	735	1102
8	801	1201
9	873	1309
10	951	1427
11	1037	1556
12	1130	1696
13	1251	1878
14	1439	2159
15	1654	2483
16	1904	2855
17	2189	3284
18	2517	3776
19	2895	4343
20	3330	4994
21	3596	5394
22	3883	5825
23	4194	6292

(2)(a) There is hereby adopted as the salary pay schedule for all classification grades of positions in Section One of this ordinance, beginning with the bi-weekly pay period June 12,2005.

**BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	631	947
6	687	1031
7	750	1124

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1	8	817	1225
2	9	890	1335
3	10	970	1456
4	11	1058	1587
5	12	1153	1730
6	13	1276	1916
7	14	1468	2202
8	15	1687	2533
9	16	1942	2912
10	17	2233	3350
11	18	2567	3852
12	19	2953	4430
13	20	3397	5094
14	21	3668	5502
15	22	3961	5942
16	23	4278	6418

**SECTION FOUR.** (A) A shift differential compensation for certain work assignments may be paid. The Appointing Authority shall determine the work assignments or activities performed for which shift differential compensation shall be paid.

Before shift differential compensation may be made an employee must have completed (5) hours of regular employment before 7:00 A.M. or five hours after 3:00 P.M. in twenty four hour period which begins at the employees' normal reporting time.

An employee shall be paid 0.85% of the employee's regular base bi-weekly rate for each eligible shift worked in a bi-weekly pay period.. An employee shall work a complete eligible shift to receive shift differential compensation.

Shift differential shall not be paid to employees who work part-time, or full-time regular employees docked for any portion of a shift. An employee shall receive shift differential for working a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. An employee shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.

Employees who work on a Saturday and/or Sunday shall be paid a weekend differential. This differential shall be 0.85% of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. An employee shall receive weekend differential for working a portion of an eligible day. This differential shall only paid for

1 whole hours worked, providing the portion of the day not worked is charged to paid leave. A  
2 fraction of an hour shall not be counted toward the payment of the differential. Weekend differential  
3 shall not be paid to employees compensated on an hourly or per-performance basis or to bi-weekly  
4 paid employees who work part-time or full-time regular employees docked for any portion of a day.

5 The Appointing Authority may approve the payment of hiring incentives to recruit qualified  
6 personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to  
7 twenty-five percent (25%) of the annual salary of the position for which the incentive is to be paid.

8 An employee who is appointed to a position requiring advanced technical skills or  
9 professional qualifications may be paid at a rate up to ten (10%) higher than prescribed for the class  
10 . Such advancement shall be made solely on the basis that the employee possesses exceptional  
11 academic qualifications related to the duties of the position. The Appointing Authority may also  
12 establish other bonus, incentive, or reimbursement programs to encourage current employees to  
13 attain registration, licensure, certification, or proof of professional mastery when it is deemed to be  
14 in the best interest of the service, or when such credentials are clearly recognized as adding to the  
15 capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such  
16 programs would not result in an employee being ruled ineligible for bonuses or salary increases  
17 permitted under other sections of this pay ordinance.

18 The Appointing Authority may establish a location allowance for positions which are difficult  
19 to fill at specific duty stations. This allowance shall be in an amount up to ten percent of the median  
20 of the pay range of the position for which the allowance is to be paid. The location allowance shall  
21 be considered an addition to pay and shall not change the employee's base rate.

22 (B) No employee shall be paid at the rate lower than the minimum or higher than the  
23 maximum of the salary range established for the class to which his/her position has been allocated,  
24 except as otherwise provided in this ordinance.

25 (C) When a new employee is approved under Section 57.530 Missouri Revised Statutes,  
26 1978, the annual rate of compensation shall be twenty-six (26) times the first or lowest step within  
27 each rank or position.

28 (D) Deputies and assistants in the Sheriff's Office may receive such hourly, daily or other  
29 rate as may be allowed by the Circuit Court, for special services authorized by the Circuit Court, and  
30 assigned by the Sheriff, when such special services are for additional work over and above the  
31 regularly assigned working hours and payment of such special service is being taxed as costs in the  
32 particular case or circumstance and deposit of such cost is made in advance of such special services.

### 33 **SECTION FIVE. Starting Salary**

34 The minimum rate of pay for a position shall be paid upon original appointment to the class,  
35 unless the appointing authority finds that it is impossible to recruit employees with adequate  
36 Qualifications at the minimum rate.

37 If an advanced starting salary is necessary, the appointing authority may establish a  
38 recruitment rate for a single position or all position in a class and authorize employment at a figure

1 above the minimum but within the regular range of salary established for the class.

2 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer:**

3 An employee who is transferred, promoted, demoted, or whose position is reallocated after  
4 the effective date of this ordinance, shall have his or her rate of pay for the new position determined  
5 as follows:

6 (a) Promotion: This shall be defined as a change of an employee from a position of one class  
7 to a position of another class with higher pay grade.

8 (1) When an employee is promoted to a position in the General Schedule, the employee's  
9 salary shall be set at a rate which is five (5%) higher than the rate received immediately prior to  
10 promotion. The Appointing Authority may approve up to a twenty percent (20%) salary adjustment  
11 when such action is needed to attract experienced, qualified candidates for a position. Such salary  
12 determination shall take into consideration the nature and magnitude of the accretion of duties and  
13 responsibilities resulting from the promotion. However, no employee shall be paid less than the  
14 minimum rate nor more than the maximum rate for the new class of position, except as otherwise  
15 provided in this ordinance.

16 (2) Temporary Promotions: Promotions of employees regardless of status, made for a limited  
17 duration, shall result in a salary adjustment as is Paragraph(a) (1) of this Section. Upon expiration  
18 of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted  
19 by any increases the employee may have received in the absence of the temporary promotion. In no  
20 case shall the employee's salary be above the maximum of the salary range.

21 (b) Demotion: This shall be defined as a change of an employee to a position of one class to  
22 a position of another class which has a lower pay grade.

23 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to  
24 a rate within the range for the new position. The appointing authority may approve up to a ten  
25 percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the  
26 minimum nor more than the maximum rate for the new class of position.

27 (c) Reallocation:

28 (1) The salary of an employee which is in excess of the maximum of the range prescribed by  
29 this ordinance for the class and grade to which his or her position has been allocated or may be  
30 reallocated shall not be reduced by reason of the new salary range and grade. The salary of such  
31 employee shall not be increased so long as he or she remains in the class of position, except as  
32 otherwise provided by this ordinance.

33 (2) If the employee's position is reallocated to class in a lower pay grade and the rate of pay  
34 for the previous position is within the salary range of the new position, his or her salary shall remain  
35 unchanged.

36 (3) The salary of an employee whose position is allocated to a class in a higher pay grade  
37 shall be determined in accordance with the provisions of this Section 6 relating to salary  
38 advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, regardless of pay schedule, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position.

**SECTION SEVEN: Salary Adjustment.**

(a) A decrease in the salary range for poor performance of the duties of the position or for job performance which does not warrant continued pay at an advanced rate in the salary range shall be made in accordance with standards established by the appointing authority.

(1) Exceptional performance of duties:

The appointing authority of an employee who demonstrates exceptional performance of duties or outstanding qualifications may advance the employee, by not more than ten percent (10%) after twenty-six (26) weeks of employment at a rate in the salary range.

(2) Substandard performance of duties:

The appointing authority of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range may be decreased to a lower rate in the salary range.

(b) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate or step within a salary range. The decrease shall not be greater than fifteen (15%) percent of the employee's current salary rate. In no case shall the decrease be below the minimum of the pay range for the class. The appointing authority may determine that the pay decrease shall be effective for a specific number of bi-weekly pay periods, providing, however, that such decrease shall not be effective for more than twenty six (26) weeks.

(c) The Appointing Authority may establish procedures for the review and approval of within-range salary adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustment under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service. The Appointing Authority may approve a within-range salary adjustment in any whole dollar increment up to ten percent (10%) of an employee's bi-weekly base.

(h) The Appointing Authority may approve a within range salary adjustment up to ten percent (10%) or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

(i) For the purpose of computing earnings and length of service for salary advancement, the time shall start with the Sunday preceding all appointments effective on Monday. Absence from service as a result of vacation, sick leave, jury/witness leave, suspension, non-paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of City job will not interrupt continuous service. Absence from service for any other cause except as set forth above will result in breaking continuity of service.

1           **SECTION EIGHT. Income Sources.**

2           Any salary paid to an employee in the City service shall represent the total remuneration for  
3 the employee, excepting reimbursements for official travel and other payments specifically  
4 authorized by ordinance. No employee shall receive remuneration from the City in addition to the  
5 salary authorized in this ordinance for services rendered by the employee in the discharge of the  
6 employee's ordinary duties, of additional duties which may be imposed upon the employee, or of  
7 duties which employee may undertake or volunteer to perform.

8           Whenever an employee not on an approved paid leave works for a period less than the  
9 regularly established number of hours a day, days, a week, or days bi-weekly, the amount paid shall  
10 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the  
11 employee's position. The payment of a separate salary for actual hours worked from two or more  
12 departments, divisions, or other units of the City for duties performed for each of such agencies is  
13 permissible if the total salary received from these agencies is not in excess of the maximum rate of  
14 pay for the class.

15           **SECTION NINE. Conversion**

16           (a) All pay schedules in Section 3(1)(a) shall continue in effect until the beginning of the bi-  
17 weekly pay period starting June 12, 2005 after which time the rates to be paid to employees in  
18 position of any class for which a rate is established or changed in Section 3 (2) (a) of this ordinance  
19 shall be adjusted as follows:

20           (1) The salary of each employee whose pay range is established in Section 3(1) (a) of this  
21 ordinance and whose class title remains unchanged or whose class title is changed to better describe  
22 his/her position, without a substantial revision in the class of position shall remain the same.

23           (2) The salary of each employee whose pay range is established in Section 3(2)(a) of this  
24 ordinance and whose class title remains unchanged or whose class title is changed to better  
25 describe/his her position, without a substantial revision in the class of position shall have their  
26 current salary increased by a factor of two percent (2%), rounded to the nearest whole dollar or the  
27 the minimum of the salary range.

28           This provision shall not apply to employees whose rate is deemed to be above the maximum  
29 of the new range as a result of demotion or reallocation.

30           (3) The salary of each employee whose pay range is established in Section 3(2)(a) of this  
31 ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule,  
32 as determined by the Appointing Authority, shall have their current salary increased to a rate,  
33 rounded to the nearest whole dollar, which provides a two percent (2.0%) increase in addition to a  
34 five percent (5%) adjustment in accordance with Section 6 of this pay ordinance, but not less than  
35 the minimum of the pay range.

36           (b) No employee shall be reduced in salary by reason of the adoption of the new pay  
37 schedules in this ordinance.

38           (c) The Appointing Authority may establish a special conversion procedure for a class or

position in the event that the appointing authority determines that a serious inequity would be created by the application of the conversion procedures established in this Section.

**SECTION TEN. Changes to pay Plan**

Whenever the appointing Authority finds it necessary to add a new class to the Pay plan, the Appointing Authority shall allocate the class to an appropriate grade and schedule in this ordinance, and notify the Board of Alderman of this action.

Whenever the appointing Authority finds it necessary to change the pay schedule of an existing class within the Pay plan, the Appointing Authority shall allocate the class to the appropriate schedule in this ordinance, and notify the Board of Alderman of this action

**SECTION ELEVEN. Sick Leave**

The Appointing Authority may establish or authorize the creation of "Sick Leave Bank" programs, may issue and/or approve such regulations and guidelines as are necessary for implementation.

**SECTION TWELVE. Military Leave**

(a) The City of St. Louis will follow all applicable state and federal laws on the granting of Military leave and reemployment rights.

Before military leave without pay is authorized, the employee shall present to the employee's appointing authority evidence of such military service.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he/she occupied at the time the leave was granted without breaking continuity of service. Failure of an employee to report for duty within the time pursuant to State or Federal Law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his/her return.

**SECTION THIRTEEN. Leave of Absence and Family/Medical Leave**

Employees may request a leave of absence for any reason under the leave policy, or may be eligible for a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of the federal "Family and Medical Leave Act of 1993" as provided in this ordinance.

(a) An appointing authority, may grant an employee in a competitive position a general leave of absence without pay for a period not to exceed twelve (12) months, whenever such leave is considered to be in the best interest of the City Service. Such non-paid leaves are granted at the discretion of the appointing authority and may be for any reason including an employee's personal illness when the circumstances do not qualify for family/medical leave, or when eligibility for family/medical leave has been exhausted.

Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he or she occupied at the time the leave was granted provided he or she is able to perform the duties of the position. The employee shall be reinstated to the position at the same relative rate in the salary range the employee occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for



dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority to return prior to the expiration of such leave. Failure of the employee to return within ten (10) days after receipt of such notice would terminate his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state or local regulations.

(b) The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12 weeks of unpaid leave in any 12-month period for the birth, adoption or placement of a child, to care for a spouse or an immediate family member with a serious health condition, or when the employee is unable to work because of a serious health condition. While an employee is on a qualifying family/medical leave of absence, the City of St. Louis will continue to pay the employee's health care premiums, if any, during the leave period. Once the leave is concluded, the employee shall be reinstated to the same or an equivalent job.

The Appointing Authority shall establish additional rules, guidelines and procedures for the effective administration of the "Family/Medical Leave Policy." The policy shall comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

(c) Employees who are granted general leaves of absence and other non-paid leaves of absence, except family/medical leaves of absence, must take all accrued vacation and authorized sick leave at the start of the leave of absence. Employees who are granted a non-paid leave of absence will not accrue vacation or sick leave during the period of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures as established in this Section 13 and any other applicable regulations and procedures as established by the Appointing Authority.

#### **SECTION FOURTEEN. Jury and Witness Leave**

(a) Jury leave with pay shall be granted to bi-weekly paid employees working one-half (50%) time or more for such time when such employees are serving as jurors pursuant to order of the St. Louis Circuit Court or Federal District Court in St. Louis. Any bi-weekly paid employee, when so summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing authority and display to the appointing authority the summons which the employee has received and shall give the appointing authority in writing the date and the time of such jury service. No bi-weekly paid employee shall receive any compensation from the Jury Commissioner or the Federal District Court system for jury service for days the employee receives compensation from the City. A bi-weekly paid employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.) Upon being excused from serving as a juror by the Court or the Jury Commissioner, the employee shall report forthwith to his/her appointing authority and shall submit to his/her appointing authority a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The appointing authority shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

1 (b) Leave with pay shall be granted to bi-weekly paid employees for such time when the  
2 employee's presence is required by the prosecutor as a part of a grand jury procedure, a trial in  
3 prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly paid employee,  
4 when so subpoenaed as a prosecution witness or whose presence is required as a part of a grand jury  
5 inquiry, shall report such fact within seventy-two (72) hours to his/her appointing authority and shall  
6 give the appointing authority in writing the date and time his/her presence is required for such  
7 criminal prosecution. Each appointing authority shall establish controls to assure that any paid leave  
8 is actually required by the prosecuting authority. An appointing authority may require an employee  
9 to furnish satisfactory evidence of being required to be off the job and that all time off was in  
10 connection with the prosecution of the case. This procedure shall apply for employee participation  
11 in criminal prosecution in State or Federal Courts.

12 **SECTION FIFTEEN.**

13 The "Sheriff's Attorney" as provided under Section 57.540, Missouri Revised Statutes, 1978,  
14 shall receive in addition to the compensation for his services as provided thereunder the sum of three  
15 thousand dollars per annum in bi-weekly installments. In no event shall the total of said salary  
16 exceed fifteen thousand dollars.

17 **SECTION SIXTEEN. Passage of Ordinance**

18 The passage of this ordinance being deemed necessary for the immediate preservation of the  
19 public peace, health and safety, it is hereby declared to be an emergency measure and the same shall  
20 take effect and be in force immediately upon its approval by the Mayor.